

# Application for Employment Data Sheet



Alternative Format Available at 206-296-7586  
(Voice) or 711 (TTY – WA Relay Service)

EEO/AA Employer

Position Title:

Job Announcement #:

Name:

First

Last

M.I.

Mailing Address

Street

Apt#

City

State

Zip code

( ) -

( ) -

Type: Work ☐ Personal ☐

E-Mail Address

Home Phone Number

Alternate Number

Are you a King County Employee? Yes ☐ No ☐ If yes, what department? \_\_\_\_\_

What is your employment status? ☐ Regular ☐ Temporary (TLT, short term temp, intern) ☐ On Call ☐ Other

Social Security Number \_\_\_\_\_ Your disclosure of your social security number is voluntary.  
It is used only for applicant tracking purposes and will be maintained confidential, unless the position requires a background investigation.

## AFFIRMATIVE ACTION DATA

King County is committed to non-discrimination in employment. The following information requested below will be kept confidential. It will be used to implement King County's Affirmative Action Plan and to meet federal funding requirements. Completion of this section is voluntary.

**GENDER:** ☐ Female ☐ Male

## ETHNIC GROUP/RACE:

If you identify with more than one ethnic/race group, we respect your desire to do so. However, it would be helpful if you mark the one ethnic/race group with which you most identify.

**B** ☐ **African American/Black:** Persons having origins in any of the black racial groups of Africa.

**I** ☐ **American Indian/Alaska Native:** Persons having origins in the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

**A** ☐ **Asian/Pacific Islander:** Persons having origins in the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. These areas include China, Japan, Korea, the Philippine Islands, and Samoa.

**H** ☐ **Hispanic/Latino:** Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin unique to the Americas, regardless of race.

**W** ☐ **White/Caucasian:** Persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or Southwest Asia.

## DISABILITY:

A disability is a permanent physical, mental or sensory condition that substantially limits one or more of your major life activities. Do you have a disability that is permanent and substantial, rather than slight, and is likely to limit your ability to obtain, maintain, or advance in employment? ☐ YES ☐ NO

Will you need accommodation in the application or testing process? ☐ YES ☐ NO If you checked the "YES" box, the human resources staff coordinating this recruitment will send you a request asking for additional information. You may also call the contact number listed on job posting in the *Where to Apply* section.

(Continued on next page)

Name \_\_\_\_\_

Job Announcement Number \_\_\_\_\_

### **VETERANS PREFERENCE**

Dates Served: \_\_\_\_\_ to \_\_\_\_\_.

#### **Vietnam-era Veteran**

"A person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than dishonorable discharge, if any part of such active duty occurred: (1) In Vietnam between 2-28-61 and 5-7-75; or between 8-5-64 and 5-7-75 in all other cases; or, (2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed; (3) in Vietnam between 2-28-61 and 5-7-75; or between 8-5-64 and 5-7-75 in all other cases." Do you meet this definition? ☐ YES ☐ NO

"A veteran who is entitled to compensation or who, but for the receipt of military retirement pay, would be entitled to compensation under laws administered by the U.S. Department of Veterans Affairs for disability: (1) Rated at 30 percent or more; or Rated 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or, (2) A person who was discharged or released from active duty for a service connected disability." Do you meet this definition? ☐ YES ☐ NO

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### **MILITARY SERVICE/VETERAN'S PREFERENCE**

Per Washington State law, RCW 41.04.010, certain veterans are eligible for Veteran's Preference. To be eligible, you must meet all of the following criteria:

1. You have not previously used your veteran's status to obtain an offer of employment in Washington state.
2. You served in the military during any period of war (the Persian Gulf War began August 2, 1990 and has not yet officially ended). Military service during the Lebanon crisis, the invasion of Grenada, or the Operation Just Cause in Panama must have resulted in award of the respective campaign badge or medal for these military actions) OR you received the Armed Forces Expeditionary Medal or the Marine Corps or Navy Expeditionary Medal for opposed action on foreign soil, or the Southwest Asia Service Medal.
3. You served on active duty for at least 180 days. (Reserve and National Guard Service for less than six continuous months is not regarded as active duty.)

Date of military separation \_\_\_\_\_ Did you exit the military within the past 15 years? ☐ YES ☐ NO

Have you ever obtained employment in Washington State using Veteran's Preference? ☐ YES ☐ NO

Do you claim Veteran's Preference for this examination? If yes, please attach DD214 with job application. ☐ YES ☐ NO

Are you receiving Veteran's retirement pay? ☐ YES ☐ NO

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### **REFERRAL SOURCE:**

How did you learn about this position? Mark all boxes applicable from the list below.

King County Sources: ☐ Bulletin Boards ☐ Job Line ☐ Employment Centers ☐ Web Site  
☐ Community Center ☐ Employee Referral ☐ College/university placement office: specify \_\_\_\_\_  
☐ Friend/Word of Mouth ☐ Community Agency or Group Referral \_\_\_\_\_ ☐ Other Web Site \_\_\_\_\_  
☐ Newspaper: Specify \_\_\_\_\_ Date: \_\_\_\_\_ ☐ Radio / Specify: \_\_\_\_\_  
☐ TV / Specify \_\_\_\_\_ ☐ Currently Employed With King County ☐ Reassignment Program  
☐ Layoff Recall Program ☐ Other: Please Specify \_\_\_\_\_

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**I certify that the information provided above is accurate and true, and may be subject to verification. I understand that falsification of any information requested above may disqualify my application and/or be grounds for dismissal.**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

Thank you for completing this King County Applicant Data Sheet.

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# APPLICATION FOR EMPLOYMENT

HRD: (206) 296-7340  
 Job Line: Washington (206) 296-5209  
 Relay Service: 711

**Position Title:**
**Job Announcement #:**
**Instructions:**

- ♦ Carefully read the job announcement relating to the position for which you are applying.
- ♦ Provide all information requested by **typing or printing** in ink.
- ♦ Be sure to date and sign the application. An incomplete application may delay action or disqualify you.
- ♦ Please return all required materials as indicated on the job announcement.

Last Name		First Name		Middle Initial	
Street Address		City		State Zip Code	
Home Phone ( ) -		Alternative Phone No. e.g. work, cell, msg ( ) -		E-mail address	
Are you currently a King County employee?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you previously worked for King County?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently a full time or part time employee? Regular or Term Limited Temporary				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes and you are paid every two weeks, (Bi-weekly), what is your employee ID (empl ID#) _____					
Are you 18 years or older?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you accept a part-time position?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you accept a temporary position?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a U.S. Citizen? <b>(Sheriff's Office applicants only)</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you provide documentation that authorizes you to work in the United States of America?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been terminated for a disciplinary reason while working for King County?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
High School	Location (City )	Location (State)	<input type="checkbox"/> Yes <input type="checkbox"/> No Graduate/G.E.D.		
College or University	Location (City & State)	Dates (From/To) / to /	<input type="checkbox"/> Yes <input type="checkbox"/> No Graduate?	College or University	
Degree Title	Date	Major	Credit Hours		
Other Training	Location (City & State)	Dates (From/To) / to /			
Other valid professional licenses and certificates:	Type of License:	Issuing State	Registration No.:	Expiration Date	
Names of spouse/domestic partner, and/or relative employed by King County		Department/Division			
Have you been convicted of a felony within the past 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, for what were you convicted? _____ <b>NOTE:</b> A conviction will be considered only if it relates reasonably to the job duties and does not necessarily bar you from employment.					
I certify that all statements on my application materials are true to the best of my knowledge. I understand that false statements shall be sufficient cause for elimination from further consideration or, if employed, for disciplinary action up to and including termination. Unless otherwise indicated, I agree and give my consent that any person, firm or organization listed hereon is authorized to furnish King County with reference material concerning my character, past employment or any other information requested. Further, I understand that at the time of hire I will be required to provide documentation that authorizes me to work in the United States of America.					
<b>Signature:</b>			<b>Date:</b>		
<b>For Office Use Only</b>					
<input type="checkbox"/> Accepted <input type="checkbox"/> Accepted subject to:		<input type="checkbox"/> Disqualified <input type="checkbox"/> Experience <input type="checkbox"/> Education <input type="checkbox"/> Other (specify)		Analyst	Date
Action					

Previous Employment **This section must be completed in detail.** A resume will not substitute for a completed application **unless the job posting so indicates.** Beginning with your present or most recent employment, list work experience gained during the past 10 years. Include any periods of self-employment, U.S. military service, and any job-related volunteer experience. If more than one position has been held with the same employer, list each separately. If additional space is necessary, please attach additional sheets.

Job Title		Employer's Name and Address	
Supervisor's Name			
Supervisor's Phone Number (     )     -	Employer's Phone # (     )     -	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of employees supervised by you:
Dates Employed (Mo./Yr.) /     to     /	Hours per week:	Last Salary\$	
Duties:			
Reason for leaving or considering change:			
Job Title		Employer's Name and Address	
Supervisor's Name			
Supervisor's Phone Number (     )     -	Employer's Phone # (     )     -	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of employees supervised by you:
Dates Employed (Mo./Yr.) /     to     /	Hours per week:	Last Salary\$	
Duties:			
Reason for leaving:			
Job Title		Employer's Name and Address	
Supervisor's Name			
Supervisor's Phone Number (     )     -	Employer's Phone # (     )     -	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of employees supervised by you:
Dates Employed (Mo./Yr.) /     to     /	Hours per week:	Last Salary\$	
Duties:			
Reason for leaving:			
Job Title		Employer's Name and Address	
Supervisor's Name			
Supervisor's Phone Number (     )     -	Employer's Phone # (     )     -	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of employees supervised by you:
Dates Employed (Mo./Yr.) /     to     /	Hours per week:	Last Salary\$	
Duties:			
Reason for leaving:			